

PLANS STAFF

REVIEW OF FUNCTIONS

(see 16 April 1964 detailed list of functions)

FUNCTIONS

REMARKS

Internal OCS:

- | | |
|--|---|
| 1. Develop, in coordination with operating Divisions, consolidated OCS plans and objectives.

(includes hardware, manpower, funding, and contracting problems) | -- requires close ties with line of command

-- staff assistance can be provided by Technical Staff and Plans Staff |
| 2. Coordinate OCS activity requirements and justifications -- prepare paperwork for Agency management, viz., Activity Approval System.

(includes hardware, manpower, funding, and contracting problems) | -- requires close ties with line of command

-- staff assistance can be provided by Technical and Plans Staff. |
| 3. Technical assistance to OL on contracting
<i>(includes hardware and other matters)</i>
(includes hardware problems) | -- involves operating Divisions

-- staff assistance can be provided by Tech. Staff or Plans Staff |
| 4. Reporting to Agency Management | -- staff assistance necessary

-- appropriate for Plans Staff |
| 5. Publicizing OCS activities

(newsletters, briefings, charts, etc.) | -- staff assistance necessary

-- needs appropriate talent and attention

-- full time job for one public relations specialist assigned to Tech. Staff or Plans Staff |

6. Assist AD/CS in developing policy
 - staff assistance
 - coordination, etc.
 - formal paperwork
 - Tech. Staff and Plans Staff
7. Relate to Plans & Prog. Staff,
DD/B&T
 - chiefly budget problems
 - channel has been EXO via Admin Staff
 - should be close tie between Plans Staff and budget and manpower planning.
8. Emergency, safety, and vital materials planning
 - basic plan and groundwork laid for implementation by Divisions (Admin Staff provides support)
 - continuing role for some staff planning and coordinating
 - Plans Staff
9. ADP management research
 - special L. G. function
10. Other assignments by Office of AD
 - significant staff role

Agency Wide:

11. Equipment justification
 - (involves evaluation of hardware selection)
 - staff role
 - extensive interaction with operations and technical specialists
 - Technical Staff or Plans Staff
 - (Committee Secretariat)

- 12. Control of ADP resources - equipment and personnel
 - staff role
 - inventory and costs
 - utilization
 - statistics - graphs and charts
 - Plans Staff
 - (Committee Secretariat)

- 13. Reporting to agency management
 - staff assistance necessary
 - Plans Staff
 - (Committee Secretariat)

- 14. Liaison - government and industry
 - staff role
 - initial contact point
 - Plans Staff
 - (Committee Secretariat)

- 15. State-of-the-art (ADP general)
 - staff role
 - focal point
 - Tech. Staff or Plans Staff
 - (Committee Secretariat)

- 16. ADP orientation and briefing programs
 - staff role
 - planning
 - coordinating
 - Tech. Staff or Plans Staff
 - (Committee Secretariat)

17. Publicizing Agency ADP activities (newsletters, briefings, charts, etc.)
- Staff assistance necessary
 - Plans Staff
 - (Committee Secretariat)
(See Function #5)
18. Interagency ADP committee relationships
- staff role
 - provide (alternate) representation
 - Plans Staff
 - (Committee Secretariat)
19. Technical security problems
- staff role
 - community problem
 - Technical Staff or Plans Staff
 - (Committee Secretariat)
20. Other assignments by AD/CS (Committee Chairman)
- significant staff role
 - Plans Staff
 - (Committee Secretariat)